Weather Emergency Operating Policy

Operating Status of the University
The operating status of the university will be determined by evaluating the condition of the campus, the condition of roads and public transportation, and the predicted weather. When a decision is announced, it will apply to all activities in all university facilities, including the Main campus, Tenley campus, Law School building, and other off-campus buildings. Activities at all other locations will be governed by the operating status of that location. This policy and the decision-making process are in effect seven days a week and apply to all university activities. An announced decision will reflect one of the following choices:

- **Open** – The university is open as usual with all services normally provided.

- **Closed** – Classes on campus are canceled and administrative offices are closed. Only designated “essential” personnel are expected to work on campus. Department heads are responsible for designating essential personnel and notifying those employees prior to a weather emergency.

- **Delayed** – If conditions are unsafe in the early hours but expected to improve through the day, the university may delay opening until 11:00 a.m. Classes and activities scheduled to start at or after 11:00 a.m. will operate as scheduled. Classes and events scheduled to start before 11:00 a.m. are canceled.

- **Staff on Liberal Leave** – If conditions are such that the campus is safe but travel is extremely difficult, the university will announce liberal leave and non-essential staff will have the discretion to decide whether or not they come to work. Days/hours not worked will be charged against vacation time. Any employee choosing to take the day off must notify his/her supervisor immediately.

Communicating the University's Operating Status
The university’s operating status will be communicated to the television and radio stations listed below.

**Television**
- Channel 4 WRC TV
- Channel 5 WTTG
- Channel 7 WJLA
- Channel 8 NEWS
- Channel 9 WUSA

**Radio**
- 88.5 FM WAMU
- 103.5 FM WTOP
- 107.7 FM WTWP
- 630 AM WMAL
- 1500 AM WTWP

The university’s status will be reported using the AU Campus Connect messaging service. Individuals who have registered for Campus Connect will receive a text message or e-
mail when a weather emergency decision is made. To sign up for Campus Connect, follow this link: https://www.getrave.com/login/american

AU’s telephone information line is **(202) 885-1100**. It will provide general information on the university’s operating status and detailed schedule information on essential services such as the computing center, library, shuttle service, and sports center.

Information will be available by the following times so that students and employees can make appropriate arrangements (weekend class announcements follow the same guidelines as weekdays):

- Morning closing or delayed opening – by 6:00 a.m.
- Changing a delayed opening to a closing – by 8:30 a.m.
- Closing for evening classes – by 3:00 p.m.

**Essential Services When Closed**

In the event the university is closed, certain essential services will still be provided. Adjustments to schedules and services will be announced on the telephone information line **(202) 885-1100**. Department heads are responsible for making plans and establishing policies necessary to provide essential services. Voice mail messages of individual department lines should be updated to reflect the operating status of that department. The supervisor in charge of a particular unit will determine which staff members are essential.

The following facilities will remain open for service:

- Bender Library
- Computing Center (Anderson and MGC labs)
- Dining Services (Terrace Dining Room and Tenley Café)
- Law Library
- Facilities Management (Osborn)
- Public Safety (safety and emergency services only)
- Residence Halls
- Sports Center
- WAMU FM

All other buildings will be closed and secured; all activities/classes will be canceled. Public Safety officers cannot provide access for employees who do not have keys to their buildings because of their additional safety responsibilities during an emergency closing.

**Leave and Compensation**

Full-time staff excused due to an emergency closing or delay will be paid for the days and hours they were scheduled to work. Part-time staff will not be compensated for time lost due to a closing. Non-exempt employees classified as essential will receive an additional hour’s pay for each hour worked during an emergency closing period. The effective times of emergency closing periods are as follows:

- **Closed for the entire day** – from 6:00 a.m. on the day of closing until 6:00 a.m. the following day.
- **Closed during the day** – from the announced time of closing until 6:00 a.m. the following day.
• **Delayed opening** – from 6:00 a.m. until 11:00 a.m. If a delayed opening is changed to a closing, the emergency pay period is extended to 6:00 a.m. the following day.

**Commonly Asked Questions About the Policy**

**Q: Should I call Public Safety to find out whether the university is open, closed, or delayed?**

A. Please **do not** call Public Safety. Call the information line at z1100. Calling Public Safety ties up the phone lines and interferes with emergency calls.

**Q: How will I know if an off-campus class or activity has been canceled?**

A. Suspension of classes and activities at off-campus public locations will be governed by the situation prevailing in the particular school district or facility in which the class or activity is to be held. (For example, if Montgomery County schools are closed, university classes or activities in that county’s facilities are canceled. If federal installations have excused employees, university classes or activities in those facilities are canceled.) Activities held at private institutions will be governed by whether those facilities are open.

**Q: How can I find out whether a cooperative education or internship activity has been canceled?**

A. Co-op or internship participants should follow the policy of their individual work site when the university is closed. If you are unclear about the work site policy, you should speak directly with your site supervisor for instructions. Students who have interview appointments for co-ops or internships should call the employing organization.

**Q: How is the cancellation of a weekend class handled?**

A. Decisions about the cancellation of classes on weekends (including weekend classes held on Friday) will be made following the same guidelines on campus availability. Cancellations will be announced through the media. Essential services will be provided during a weekend closing just as they are during a weekday closing. Call x1100 for updates.

**Q: How can I find out if the shuttle service is operating?**

A. Call x1100 for detailed schedule information.

**Q: What can I do if I have a question about emergency closing relevant only to my unit?**

A. All deans, directors, and department heads should have up-to-date policies and procedures regarding closings relevant to their units. If the university is closed during the work day, unit managers have the authority to decide how to utilize their staff and are responsible for deciding how best to conduct business.